



Middletown Public Schools

Patricia Charles, Ed.D., Superintendent of Schools

March 14, 2014

Ms. Linda Bettencourt
City & Town Clerk
Municipal Building
245 deKoven Drive
Middletown, CT 06457

Dear Ms. Bettencourt:

The Middletown Board of Education **Communications Committee** will meet on Wednesday, **March 19, 2014 at 4:00 PM** at the Dr. Alfred B. Tychsen Administration Building, 311 Hunting Hill Avenue, Middletown in the Board Room (Room #1, Board Room). The agenda for this meeting is as follows:

AGENDA

- Review constituent responses
- Review communication survey
- Discussion of timeline for deliverables
- E-mail communication standards
- Editorial meeting for Inspiratus

Sincerely,

A handwritten signature in cursive script that reads "Marcy Poppel".

Marcy Poppel

MP/

cc: Board Members
Patricia Charles, Ed.D., Superintendent of Schools
Enza Macri, Associate Superintendent
Communications Committee Community Members